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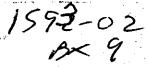
APPLICATION FOR RECORDS RETENTION SCHEDULE

Form 4998 (7-78)

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

	npleting this form contact DHR Records Management Unit, 56-4976 GIST: 221-4983	47 Trinity Avenue, Atlanta, Georgia
DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date	Office of District Programs	Application Number
	Child Development Section	75-10-A
August 3, 1979 Application Number	618 Ponce de Leon Avenue, N.E.	Date Received Date Completed
DHR-32	Atlanta, Georgia 30308	AUG - 8 1979 AUG 3 1 1979
2. Person to Contact	Working Title	Telephone Number
Ms. Mary Frances R	adcliffe Administrative Of	ficer 894-5681
	lation; no further accumulation anticipated. Child	on and files series to show: Development Dede: 🗆 Void
4. Dates of Series	6. Records Series Title (followed by title used in office; if different	;)
Earliest Letest		
	Child Development Title XX Program Fi	.les
6. Division and Office Function	What is the function of the Division and the Office in which the	
7. Records Series Description	This file contains the following documents linclude form numbers an	d titles, if any): Attach samples of the file.
Documents relating to:	The tree and and the same and an antition of the same and	
Included are:		
		· · · · · · · · · · · · · · · · · · ·
· I		
	•	
The file is arranged:		
8. Monthly Reference Rate	How often are records referred to which are:	
One to tix months old		wenty-four months old:
twenty-five months and older	and the second s	
9. Annual Rate of Accumulation of		:
Letter-size drawers	; Legal-size drawers; Shelves	; Other (Specify)

YES NO 10. Questionnaire	(Place an "X" in the proper selumn)	
a. Is this the offici	al copy of the series?		
	and the second process with the company of the control of the cont	quiring security handling? If yes, cite law or regulation.	Activities of the control of the con
	!		
c. Is this a vital rec	have historical or long term research	i en entre de la company de la	•
		essary to keep the entire file for a long period, could the	
be scheduled seg	perately?	;	•
A SALES AND ADDRESS OF THE PARTY OF THE PART	on contained in this series ever publi		·
g. is the information of the second of the s		yzed and/or recorded in a summarized report?	
	cation of this series in your office, or	r in another office or agency?	
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j. Does the record	series result in a computer printout	The state of the s	The state of the s
1. Retantion Requirements	The follow	wing requires the series to be kept:	
a. State Law	years.	d. Audit period	
b. Statute of limitation	Vers.	e. Administrative need	years.
c. Federal lew	years.	f. Federal retention instructions	
,	•	,	
Attach copy or excerpt of laws	s or regulations. Explein administrat	tive need.	•
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12. Approved Disposition Instruct	tions This agency recommends th	hat the file series be cut off at the end of each:	و مراوشها و مواد و المواد و ا
		al Year; 🗆 Other	*han
☐ Hold in the current files are	ne menth(s)	year(s); then	
☐ Transfer to local holding an	ea; hold year(s); th	nen	
	Center; hold year(s)); then	
☐ Destroy ☐ Transfer to State Archives f	or narmanent ratentian		
Other (Specify)	or paringinent catantian.		·
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These instructions apply to all	prior and future accumulations of the	he series.	
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Agency Head/Designee /Signature	Date	Records Management Officer (Signature)	Date
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MOW-1. Ruch	24/2 1012-17	latzabeth Ir. cank	2 8/1/79
	00	Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
Recommendations in paragraph		Control Committee (Cognition)	1
2 are approved.	State Auditor/Designee	I want	(280
if disapproved, attach letter of explanation.)	Secretary of Sale/Designee	0	· C11
	Secretary (of State Designee	Laurel you	0-21-19
	Attorney General/Designee	(101/18TOX 1200)	8/20/16
orm 4998 (7-78)	ويور مستعد عدد الدوري دو دو دو موسود المستعدد ال	(Reverse Bide)	- 19/-1/()





R-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Georgia Department of Human Resources 75-10-P Title XX Administration - Contract Ser-April 18, 1977 vices Unit - 618 Ponce de Leon Ave., N. E. Date Received Application Number Dete Completed Atlanta, Georgia 30306 APR 2 1 1977 DHR-135 UUN - 9 1977 2. Person to Contact **Working Title** Telephone Number Administrative Officer 894-5681 Ms. Mary Frances Radcliffe 3. Action Requested 8.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. M Amend Application No. 75-10A Check One: Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Detes of Series Earliest CONTRACT SERVICES TITLE XX PROGRAM FILES 1971 ito date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function Title XX, of the Social Security Act, is a law which provides social services such as day care foster care, protective services to abused and neglected children and adults; and meals to the elderly in the community. In Georgia, Title XX programs are administered by DHR. The goals of Title XX services are: self-support; self sufficiency; preventing abuse and neglect; preventing unnecessary institutional care; and providing institutional care when necessary. Persons eligible for Title XX services are: recipients of aid to families with dependent children (AFDC); recipients of supplemental security income (SSI); and individuals with low income. Contract Services Unit is responsible for the purchase of services for low-income families and individuals. These services are provided to current, former, and potential recipients of public welfare; for developing policy procedures, recommending policy changes, and making determination that services purchased comply with Federal regulations. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: administering the Title Programs throughout Georgia. Included, but not limited to, are: PROPOSAL, showing pertinent information about the program -- name, location, mailing address, to whom reimbursement checks should be sent, and breakdown by source of proposed budget, number of clients to be served and age-range of those clients; detailed information as to what service is intended to accomplish; speci fic goals and objectives of the program in education, nutrition, medical and dental care, social services and parent involvement; program staff by name and position; personnel resumes; job description for each position; organizational chart; Advisory Committee giving definition, responsibilities of, bylaws, and Committee members by name and address; detail of the provisions for in-service training of project staff; fringe benefit statement; detailed budget of personnel costs by name, job classification, rate of pay, hours of work, net sålary, fringe benefits, total salary; budget summary - total for all service delivery sites for personnel, travel, supplies, equipment, rent, other, and total File is arranged: alphabetically by name of program; thereunder, by subject matter (in caps) in the pattern as shown above. 8. Monthly Reference Rate How often are records referred to which are: One to six months old monthly; Seven to twelve months old monthly; Thirteen to twenty-four months old frequently twenty-five months and older _occasionally = 9. Annual Rate of Accumulation of Records Letter-size drawers __ ___; Legel-size drawers __ ___; Shelves __ .; Other (specify)

YES NO 10. Questionns	ire (Place an "X" in the proper	column)	
T 1	official copy of the series?		
X If not, whe		#	
b. Does the se	ries contain confidential information	on requiring security handling? If yes, cite law or regu	lation.
X C. Is this a vit	al record?		
x d. Does this s	eries have historical or long term res	search value?	
2 .		t necessary to keep the entire file for a long period, co	uld these
	be scheduled separately?		
	mation contained in this series ever		
g, is the infor	mation contained in this series ever chicody.	analyzed and/or recorded in a summarized report? ()	[R]
	uplication of this series in your offi	ce, or in another office or agency?	matuse ,
	s for a major portion of its regularly	v microfilmed?	
	cord series result in a computer pri		43
1. Retention Requirement	ts The following requi	ires the series to be kept:	
e. State Law		d. Audit period	years.
b. Statute of limitation	years.	e. Administrative need	years.
c. Federal law		f. Federal retention instructions	3yeers.
Attach copy or excert of	of laws or regulations. Explain adm	inistrative need.	
	sonnel have evaluated th	and the second of the second o	
requested that the	y be scheduled for perma	nent retention.	
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2. Approved Disposition I	nstructions This agency recomm	nends that the file series be cut off at the end of each:	
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How O'Fle	elinal 4-8-7	Records Management Officer (Signature)	3/2 2/17
		State Records Committee (Signature)	Date
commendations in para-		- AM	
iph 12 are approved. disapproved, attach letter		Market	5-8-77
explanation.)	Secretary of State/Designee	Canale Ame	1-6-77
	Attorney General/Designee	1 ////// WWW	- 147 // L

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Georgia Department of Human Resources
CONTRACT SERVICES TITLE XX PROGRAM FILES

Page 3

Continuation page

cash costs: detailed budget by travel, supplies, equipment, rent and other expenses; list of equipment now owned by service; list of donor individuals and organizations by name and address; letter of commitment from organizations and individuals for matching funds; annual State License for operation of the facility; fidelity bond, with attachments showing employees covered by name and position; statement of assurance of compliance with Title VI of the Civil Rights Act of 1964; supplement showing anticipated recipients at named service delivery site by age group of children, number of children. average hours of care per child, child hours per day, required ratio of child hours to care-giver hours, caregiver hours required, and caregiver staff required; daily schedule showing time period with activity, sample menus; Application for Participation (Special Food Service Program for Children); letters of commitment for health care for recipients (health center and physician); letters of endorsement for operation of facility in meeting the needs of the community for recipients; and confirmation of fire and extended coverage insurance on the building and equipment at location where service is operated. CONTRACT between DHR and Contracting Agency and Contract Information Sheet showing legal name of provider of services, address, telephone, description of services to be provided, designated areas to be served, criteria for determining eligibility of clients, number of clients to be served, beginning and ending dates for contracted services, donors of local funds by name, amount of contract request, and amount of State administrative fee. CORRE-SPONDENCE relating to the program. LICENSING - Re-licensing Summary and Recommendations (covers survey made for health and safety of facility with timetable for correcting deficiencies). Monthly ELIGIBILITY REPORTS shows number of clients served by category (XX-AFDC/XX-SSI/MAO). MONITORING REPORTS (Federal Interagency Requirements) encompass a check list for evaluating suitability of facilities, health and nutrition services, training of staff, parent involvement, administration, staff to child ratios, posted information, child care attendance report, child care service folder inspection report, letters in answer to requests for services to benefit clients, and check list for fiscal monitoring with Monthly Statement of Receipts and Expenditures-Title XX. RECEIPTS & EXPENDITURES REPORTS, a summary and detailed listing of all cash receipts and all expenditures for the month.



APPSICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Schedulin	1. Agency Address		500 05000	S MANAGEMENT USE
Application Date	·	n Poseuroes		
	Department of Huma Title XX Administr		Application	120
3/22/76	Contract Services		7.5	<u>- 10-A) </u>
Application Number	618 Ponce de Leon		Date Rebeived	Date Completed 1 MAY - 4 1976
DHR-41	Atlanta, Georgia		1.4 19/6	MAT 4 19/6
2. Person to Contact		Working Title		Telephone Number
John Howell		Chief		894-5681
3. Action Requested				
	n Schedule; record will continue			
	accumulation; no further accum			
	n No. <u>75-10</u> Check			
4. Detes of Series Earliest Latest	5. Records Series Title (follo	wea by trae usea in orrice;	it different)	
				111
1971 to date			See a	· · · · · · · · · · · · · · · · · · ·
6. Division and Office Functi		of the Division and the Offic		,
	cial Security Act is a			
Toster care, protec	ctive services to abuse	d and neglected chi	ldren and adult	s and meals to
the elderly in your	community. In Georgi	a Title XX programs	s are administer	ed by the Georgia
	Resources. The goals			
	nting abuse and neglect			
of aid to femilian	are when necessary. P	ersons erigible for	r ritle XX servi	ces are; recipien
TSSI), individuals	with dependent childre	n (Aruc), recipient	s or supprement	al security incom
(331), individuals	WITH LOW INCOME.			
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(See Att	ached Sheet)	r		
		e de la companya del la companya de		
7. Record Series Description	This file contains the follow Attach samples of the file.	ving documents (include for	m numbers and titles, i	if any):
Documents relating to:	the establishment and a	dministration of pu	blic assistance	service programs
(Day Care Centers,	Senior Citizen Centers	, Drug Treatment Ce	enters, etc.) as	contracted to
service organizatio	ons (Model Cities, publ	ic school systems,	etc) by the Dep	artment of Human
	imited to, proposals i			
for the program, co	sts and recommended se	rvices to be perfor	med, contract f	or service, paper:
	progress of on going pr			
	and adherence to guidel			· · ·
(continu	ned-page 3)	e attache	d Sheet	
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	 _	If not, where i						
	X	b. Does the series	s contain confid	iential informatio	n requiring security	y handling? If y	es, cite law or re	gulation.
	X	c. Is this a vital re		1				
X	<u> </u>	d. Does this serie						f.a.s
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11.	Retent	ion Requirements			res the series to be	kept:		
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1		te Law tute of limitation		years.	•	t period inistrative need	• -	years. years.
		leral law		years,		ral retention inst	ructions	3 years.
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12.	Appro	ved Disposition Inst			nends that the file			h:
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	10	0-7/		11 1	11111		5	- Date
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Rem	mmen	dations in para-			State Re	ecords Committe	• (Signature)	Date
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Leapriment of Human Resources Title XX Administration Contract Services Unit 618 Ponce de Leon Atlanta, Ga.

=6 (continued)

Contract Services Unit is responsible for the purchase of services for low-income families and individuals, which are provided to current, former and potential recipients of public welfare; for developing policy material, recommending policy changes, and make determination that services purchased comply with Federal regulations.

75-10-A Contract Services

Program Files to include but not limited to are:

1. Contract Proposal

- a. Service Delivery Sites
- b. Service Definition
- c. Program Staff
- d. Advisory Committee
- e. Staff Training
- f. Detailed budget Personnel costs
- g. Donor individuals & organizations
- h. State licensing requirement
- i. Fidelity Bond
- j. Assurance of compliance with Title VI of the Civil Rights Act of 1964
- k. Statement of Comparable Rent
- 1. Certified Cost Supplement
- m. Equipment Supplement Request
- n. Public Building-Certified Cost
- o. Day Care Supplement-Summary
- p. Employee Classification
- q. Contract Services Merit System Classification
- r. Clients Receiving Services Report Form
- s. Report on Eligibility Status of Clients Served
- t. Contract Services Personnel Work Sheet
- u. Title XX Service
- V. Request for Financial Information/Authorization to Release Information/ Certification of Financial Information
- w. Family Application for Title XX Social Services (DCS/SSS-462)

2. Contract Between DHR and Contracting Agency

- a. Notification of Contract for Purchase of Services. DCS/SSS(2)-127
- b. Contract Information Sheet

Department of Human Resources Title XX Administration Contract Services Unit 618 Ponce de Leon Atlanta, Ga.

76-120-Contract Services Financial Monitoring Files: Eisard and Monoritoring Report Files to include but not limited to are:

1. Fiscal

- a. Certified Personnel Cost Record
- b. Monthly Report of Certified Cost
- c. Certified Cost-Public Building
- d. Equipment Purchase Approval Request
- e. Report of Equipment Loss or Damage
- f. Request for Budget Expenditure Transfer
- g. Monthly Statement of Receipts and Expenditures Title XX
- h. Monthly Expenditures Equipment and other expenditures
- i. Statement of Comparable Rent

2. Monitoring

- a. Monitoring Report
- b. Request of Funds
- c. Equipment Control Sheet
- d. Personal Service Records
- e. Client Eligibility Control Sheet
- f. Client Attendance Control Sheet

#11 (continued)

Executive Office of the President, Office of Management and Budget, October 19, 1971, Circular A-102, Attachment C.

"Financial records, supporting documents, statistical records and all other records pertinent to a grant program shall be retainted for a period of three years.

a. The records shall be retained beyond the three-year period if audit findings have not been resolved".

State Archives Personnel have evaluated the file series and have requested that "Program" documents (not "Fiscal") be retired to State Archives.

Georgia Statute 3-705 (4361) Simple contracts in writing

All actions upon promissory notes, bills of exchange, or other simple contracts in writing shall be brought within six years after the same shall have become due and payable.

	DEPARTMENT OF ANCHI	VES & BISTORY	1
)	RECORDS MARAGEMEN	7 DIVISION	•
-/	FOR PECORDS MANAGE	MEST DIVISION OF	
	Date Received	Application No.	Date Complete

Agency Application Ro.	and forward to Department of Archives and Records Management . Ifficer.	History, Attention:	1AN 2 4 1078	: 75 \A	FEB 11	1975
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AGPS T. Liviatin, Subdivision & A.	ministering office Address .		4 Person in Conta	· L		
Dept. of Human Resou	rces	<u>.</u>				
Division of Community	y Services	;	Ms. Franc	es Henry		
Contract Services Un	it '	•	5 . WOFFINE TITLE		6 . Tel . #1.	
47 Trinity Ave., Rm.	211-H Atlanta, Ga. 3033	4	Section S	upervisor	656-4461	
ACTION REDUESTED				سنديد بسيدي وي ي		

DISPOSE OF PRESENT ACCUMULATION: ESTABLISH DISPOSITION STANDARD; NO FURTHER ACCUMULATION ANTICIPATED. RECORD WILL CONTINUE TO ACCUMULATE.

8.Earliest & Latest Dates of Series 1971 to date

CONTRACT SERVICES PROGRAM REPORT FILES

10. What is the function of the office in which this record series is created?

9. Exact Series Title

The Division of Community Services is responsible for administering, supervising and regulating non-medical service programs directed to the indigent and youth of the State. These services include the licensing of Day Care Centers; the placing of foster and adoptive children; and for providing counseling services in the areas pertaining to the delivery of community social services.

Contract Services Unit is responsible for the purchase of services for low-income families and individuals, which are provided to current, former and potential recipients of public welfare; for developing policy material, recommending policy changes, and make determination that services purchased comply with Federal regulations.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the Establishment and administration of public assistance service programs (Day Care Centers, Senior Citizen Centers, Drug Treatment Centers, etc.), as contracted to service organizations (Model Cities, public school systems, etc.), by the Department of Human Resources,

Included but not limited to, are: proposals in narrative format describing the need for the program, costs and recommended services to be performed, contract for service, papers pertaining to the progress of on-going programs, monitoring reports as required by Federal regulations to record adherence to guidelines and supporting documents.

assigned Files are arranged by/program control numbers.

ATTACH SAMPLES OF THE FILE

		PROPERTY AND ADDRESS.					KARAMATAN	#154E-12-5-1
<u> 18.</u>	EQUIPMENT OCCUPIED		Cu. Pt. of Records		Bo, of	Drawers	24. Pt. of	r Records
	Letter-else File Drawers	60	90	ANNUAL RATE OF ACCUMULATION	20		30	
	Legal-size File Drawers			Fioor Space Occupied (Square Feet)	In offi	(ce(s)	in Stores	· Aresis)
				ACCUMATION OF BUILDING AND AND AND ADDRESS OF A CONTRACT OF BUILDING AND ADDRESS OF A CONTRACT OF A	701:	Last	Year's	Air Prior
	1			AVERAGE DATLY REFERENCES	100	5	1	

	PAGE 2
QUESTIONNAIRE Place on "s" in the proper column. If enever to "YES," please explain	YES NO
13. Is this the Record Copy of the series?	[א] [א]
14. Is there a duplication of this series in another office or agency? Not identical but partial duplication in Division and in Chief's Office.	[x] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[] [x]
16. Does the series contain classified information requiring security handling?	[] [x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[] [x]
18. Could the function be performed if the files were lost or destroyed?	[x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[] [x]
20. Does the record series provide data as input to an EDP file?	[] [x]
21. Does the record series contain documentation produced as EDP printout?	[] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? SEE ATTACHED SHEET	[x] []
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[]· [X]
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.K]ADMINISTRATIVE f.K]HIST LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement) NOTE: State Archives Personnel have evaluated the file series and have requested the records be retired to State Archives. 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off as	UE at
of each -[]CALENDAR YEAR - XXFISCAL YEAR -[]OTHER	then:
<pre>[X] Hold in the current files areamonth(s)/_l year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear [] Destroy. [X] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off. [] Other: (Specify)</pre>	(s):
SEE ATTACHED SHEET	
(Indicate briefly rationale for recommendations above/or write additional rema	rks);
ecords Management Officer (Signature) Date OTHER REQUIRED SIGNATURES	DATE
5. Recommendations Agency Head/Designee in paragraph 25 [4 Approved [] Disapproved Transco & Henry	1-22-75
are: State Aug ter/Designee	12-10-25
STATE RECORDS), Secretary of State/Designee COMMITTEE RECORDS Approved Disapproved Will Hart	7.13.15
Attorney General/Designee [V Approved [] Disapproved RM HttleA	2-10.75
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2-10.71

Department of Human Resources Division of Community Services Contract Services Unit 47 Trinity Ave., S. W. Rm. 211-H Atlanta, Ga. 30334

#22

Executive Office of the President, Office of Management and Budget, October 19, 1971, Circular A-102, Attachment C.

"Financial records, supporting documents, statistical records and all other records pertinent to a grant program shall be retained for a period of three years.

a. The records shall be retained beyond the three-year period if audit findings have not been resolved".

#25

Maintenance Insturctions:

Contract Services Program Report Files, located in the Chief of Contract Service Unit's Office and the Division Level Office will be cut off at the end of the Fiscal Year and transferred to the Contract Services Fiscal Office.

The Contract Services Fiscal Office will consolidate these files with the fiscal office's Contract Service Program Report Files, retire the file to the State Archives and destroy duplicate files. Destruction of duplicate files will be covered under Disposition Standard #34, Reference Paper Files.